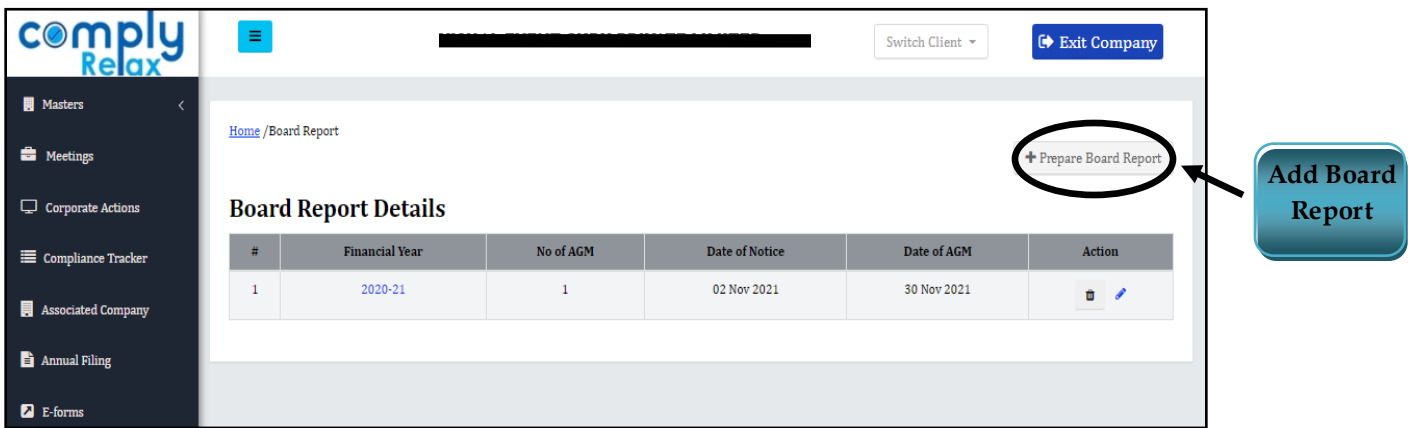


[Abridged board report for OPC and Small Company.](#)

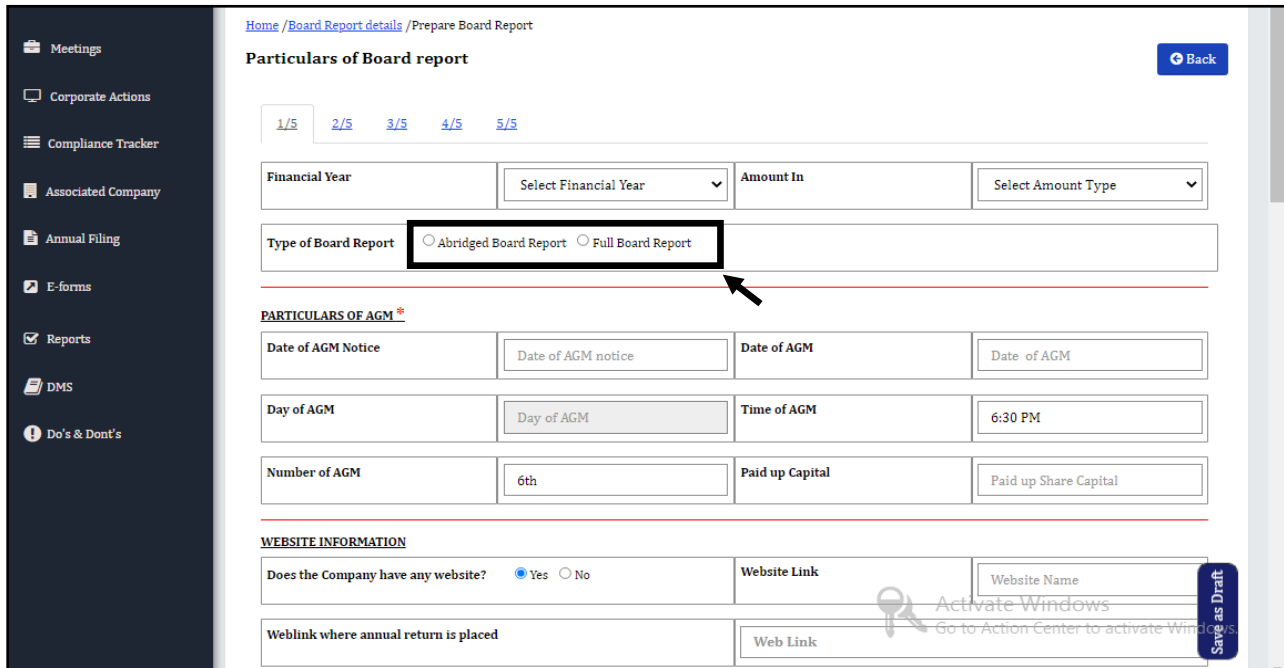
Dear Users, we have added the feature of creating abridged board report for OPC and small companies.

Please follow these steps to access this feature:

Dashboard ⇒ Client ⇒ Compliance Manager ⇒ Annual Filing ⇒ Board Report



Once you click on prepare board report button, you will be redirected to following window:



You can select abridged report or full report as shown in the image.

After filling the necessary information you can submit and your record will be saved.

For download or view of your documents click on the Financial Year as shown in the image. List of documents will be displayed on your screen.

You can use the view or download button to view or download the documents.

The screenshot shows the 'Board Report Details' page in the ComplyRelax application. The page has a dark sidebar menu on the left with options like Masters, Meetings, Corporate Actions, Compliance Tracker, Associated Company, Annual Filing, E-forms, Reports, DMS, and Do's & Dont's. The top navigation bar includes a 'Switch Client' dropdown and an 'Exit Company' button. The main content area displays a table with the following data:

#	Financial Year	No of AGM	Date of Notice	Date of AGM	Action
1	2020-21	1	02 Nov 2021	30 Nov 2021	

Below the table, a list of documents is shown for the selected financial year (2020-21):

- BOARD REPORT: View, Download
- TOP TEN EMPLOYEES DETAILS: View, Download
- LIST OF SHAREHOLDERS: View, Download
- LIST OF DIRECTORS: View, Download
- AOC 1: Select Annexur, View, Download
- AOC 2: Select Annexur, View, Download
- MGT 9: Select Annexur, View, Download

Arrows in the image point to the '2020-21' financial year, the 'View' link for the Board Report, and the 'Download' link for the Board Report.

You can also edit the document using the edit button.